



## Arlington Finance Committee

Date: Monday, February 26, 2024.

Time: 7:30pm.

Location: O'Neill Community Room, Public Safety Building, 112 Mystic Street, Arlington, MA.

### Minutes

Attendance: Christine Deshler, Josh Lobel, Christopher Heigham, Dean Carman, Jennifer Susse, Jordan Remy, Charles Foskett, David McKenna, Grant Gibian, John Griffin, Peggy Bliss, Rebecca Younkin, Alan Jones, Allan Tosti, Annie LaCourt, Darrel Harmer (remote) and Tara Bradley (Secretary).

1. 2/12/2024 Minutes: motion to accept minutes passed unanimously.
2. Facilities: rate per KWh and cost for delivery have both increased.
  - a. VOTE: motion to accept \$1,209,151 Taxation Total passed unanimously.
3. Public Works – Natural Resources and Natural Resources – Maintenance Town Playing Fields: high rate of vacancies in this department. Parks and Recreation is covering cost of portable toilets. The committee discussed caretaking of Town playing fields and related departmental roles. Votes postponed.
4. Public Works - Engineering: Mobility Improvements includes construction costs.
  - a. VOTE: motion to accept \$185,057 Engineering Taxation Total passed unanimously.
5. Public Works - Administration.
  - a. VOTE: motion to accept \$312,637 Public Works Admin Taxation Total passed unanimously.
6. Public Works - Highway: Overtime largely due to road work at night and on weekends to avoid peak usage time. Town began using own gas tanks again for vehicles again in September 2023.
  - a. VOTE: motion to accept \$1,897,738 Highway Total passed unanimously.
7. Public Works – Motor Vehicle Repairs.
  - a. VOTE: motion to accept \$478,178 Highway Motor Equipment Repair Taxation Total passed unanimously.
8. Public Works - Cemetery: Lots and Graves balance is \$1,045,347 and Perpetual Care is \$8,673,892.

- a. VOTE: motion to accept \$273,479 Taxation Total passed unanimously.
- 9. Public Works – Streetlighting and Public Works – Traffic Signals.
  - a. VOTE: motion to accept \$150,000 Traffic Streetlighting Total and \$115,000 Traffic Signals Total passed unanimously.
- 10. Treasurer/Collector: IT Consultant cost will be removed in FY26.  
Adjusted total is due to lower salary of newly hired Assistant Collector – Excise.
  - a. VOTE: motion to accept \$727,720 Treasurer/Collector Taxation Total passed unanimously.
- 11. Postage: \$20,000 of Postage - Schools has been moved to the Schools budget.
  - a. VOTE: motion to accept \$169,292 Postage Taxation Total passed unanimously.

#### Summary of Votes

<b>Budget</b>	<b>Total</b>	<b>Status</b>	<b>Date</b>	<b>Votes</b>
Facilities	\$1,209,151.00	Approved	2/26/2024	14-0-0
Public Works - Engineering	\$185,057.00	Approved	2/26/2024	14-0-0
Public Works - Administration	\$312,637.00	Approved	2/26/2024	14-0-0
Public Works - Highway	\$1,897,738.00	Approved	2/26/2024	14-0-0
Public Works – Motor Vehicle Repair	\$478,178.00	Approved	2/26/2024	14-0-0
Public Works - Cemetery	\$273,479.00	Approved	2/26/2024	14-0-0
Public Works - Streetlighting	\$150,000.00	Approved	2/26/2024	14-0-0
Public Works – Traffic Signals	\$115,000.00	Approved	2/26/2024	14-0-0
Treasurer/Collector	\$727,720.00	Approved	2/26/2024	14-0-0
Postage	\$169,292.00	Approved	2/26/2024	14-0-0

Meeting adjourned at 9:53 pm.

By Tara Bradley.

Reference 1: Facilities & Public Works FY25 Presentation

Reference 2: Updated Treasurer-Collector Budget Sheets Email Heigham 20240222

Reference 3: FY2025 Treasurer-Collector Master Budget Reprint

Reference 4: FY2025 Treasurer-Collector Salary Detail Update Reprint

Reference 5: Facilities Updated List of Buildings

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# Facilities Department

FY25

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# Facilities - Main Points

Facilities oversees 35 buildings, 46.5 staff, and about 2,000 pieces of equipment. They oversee repairs, maintenance, and cleaning for school and Town buildings, remove snow for school lots, and perform some salt and landscaping work.

- Staff: Haven't lost personnel, but several positions remain unfilled. Recently made an offer to an Electrician, hope to hire another.
- Electricity: rates increased from \$0.862 per KWh last three-year contract to \$0.1285 per KWh for 2024, and delivery charges have risen 7%. Currently negotiating a new contract with rates expected to be less than 2024, but not as favorable as 2020-2023 contract.
- Recently added to Facilities budget: Robbins Library, Jefferson Cutter Museum, and Whitmore Robbins & Cottage.

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change Reference
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#### 0147181 FACILITIES SALARIES

5100 SALARIES & WAGES	307,834	347,888	465,169	465,047	(122)	-0.03%
5103 OVERTIME	17,763	30,112	43,556	43,556	0	0.00%
5111 DOUBLE TIME	509	527	-	-	0	-
5141 CLOTHING	2,100	2,100	1,450	1,450	0	0.00%
5156 LONGEVITY	2,100	2,100	2,600	2,563	(37)	-1.42%
5161 AUTO ALLOWANCE	5,055	5,463	4,826	4,826	0	0.00%

<b>0147181 FACILITIES SALARIES</b>	<b>335,361</b>	<b>388,191</b>	<b>517,601</b>	<b>517,442</b>	<b>(159)</b>	<b>-0.03%</b>
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#### 0147182 FACILITIES EXPENSES

5202 PROFESSIONAL MAINTENANCE	174,739	201,579	247,385	283,385	36,000	14.55%
5209 IN-STATE TRAVEL		-	-	-	0	-
5211 ELECTRICITY	74,217	71,569	119,204	174,204	55,000	46.14%
5213 HEATING FUEL					0	-
5214 NATURAL GAS	88,667	75,638	120,340	120,340	0	0.00%
5218 TRAINING	11,469	1,959	19,602	19,602	0	0.00%
5224 MATERIALS	23,147	49,964	27,250	27,250	0	0.00%
5247 FOX EXPENSES	-	-	-	-	0	-
5248 PROPERTIES: MT GILBOA		-	-	-	0	-
5269 REPAIR AND MAINTENANCE	38,540	41,217	132,679	132,679	0	0.00%
5810 GREEN REPAIRS	-	19,302	20,000	20,000	0	0.00%
5827 PROFESSIONAL SERVICES	3,697	7,632	20,000	20,000	0	0.00%

<b>0147182 FACILITIES EXPENSES</b>	<b>414,477</b>	<b>468,860</b>	<b>706,460</b>	<b>797,460</b>	<b>91,000</b>	<b>12.88%</b>
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<b>FACILITIES APPROPRIATION TOTAL</b>	<b>749,838</b>	<b>857,050</b>	<b>1,224,061</b>	<b>1,314,902</b>	<b>90,841</b>	<b>7.42%</b>
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OFFSETS	(108,458)	(104,761)	(104,703)	(105,751)	(1,048)	1.00%
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<b>FACILITIES TAXATION TOTAL</b>	<b>641,380</b>	<b>752,289</b>	<b>1,119,358</b>	<b>1,209,151</b>	<b>89,793</b>	<b>8.02%</b>
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FY 2025 SALARY DETAIL			FY2025							FY2024	FY2025				
											Reference 1				
FACILITIES	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	New Pay	New Pay	Base	Step	Longevity	Total
BEHRENT		DIRECTOR OF FACILITIES	1.00	MGMT	3			113,197	163,573	136,640	139,373	136,640	2,733	0	142,106
STATHOPOULOS		SR BLDG CUSTODIAN	1.00	MC	4	7	7	47,213	60,595	60,591	60,595	60,595	0	900	61,495
HEALY	HOMEM	ADMIN ASSISTANT	1.00	MTP	4	7	7	55,952	74,949	72,266	69,396	67,167	2,229	0	69,396
MORTON		CUSTODIAN	1.00	MC	4	7	7	47,213	60,595	60,591	60,595	60,595	0	900	61,495
PACINI	TORCHIA	SR BLDG CUSTODIAN - LIBRARY	0.88	MC	2	7	7	44,802	57,485	50,296	50,299	50,299	0	263	50,562
CARNEY		BUILDING CRAFTSMAN	1.00	MC	8	7	7	55,403	70,939	70,936	70,939	70,939	0	500	71,439
ROSE		SATURDAY CUSTODIAN	0.23	MC	4	7	7	47,213	60,595	13,849	13,850	13,850	0	0	13,850
APPROPRIATION TOTAL:										465,169	465,047	460,085	4,962	2,563	470,343
Less: School Offset										(104,703)	(105,751)	(105,751)			(105,751)
TAXATION TOTAL:										360,466	359,296	354,334	4,962	2,563	364,592

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# Natural Resources

FY25

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	2022 Actual	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change Reference 1
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#### 0140181 NATURAL RESOURCES SALARIES

5100 SALARIES & WAGES	845,283	893,682	1,125,355	1,141,322	15,967	1.42%
5103 OVERTIME	65,220	53,271	86,993	86,993	0	0.00%
5111 DOUBLE TIME	21,237	19,914	22,750	22,750	0	0.00%
5119 OUT OF GRADE PAY	12,628	19,811	10,560	10,560	0	0.00%
5141 CLOTHING	5,775	5,775	7,875	7,875	0	0.00%
5156 LONGEVITY	11,205	9,377	8,277	10,781	2,504	30.25%

<b>0140181 NATURAL RESOURCES SALARIES</b>	<b>961,347</b>	<b>1,001,830</b>	<b>1,261,810</b>	<b>1,280,281</b>	<b>18,471</b>	<b>1.46%</b>
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#### 0140182 NATURAL RESOURCES EXPENSES

5202 MAINTENANCE	334,464	375,150	335,000	355,000	20,000	5.97%
5211 ELECTRICITY	1,667	-	-	-	0	-
5211 RYDER ENERGY	8,054	-	-	-	0	-
5214 HEATING FUEL	6,233	-	-	-	0	-
5218 TRAINING	3,767	3,955	4,000	4,000	0	0.00%
5224 MATERIALS	102,241	101,752	90,000	90,000	0	0.00%
5236 OTHER PURCHASED SERVICES	18,233	18,144	15,000	15,000	0	0.00%
5289/5299 TREE PLANTING	71,073	50,892	65,000	65,000	0	0.00%
5290 TREE PEST MANAGEMENT	30,000	30,000	30,000	30,000	0	0.00%
529907 HISTORIC SCULPTURE MAINTENANCE	7,000	3,050	7,000	7,000	0	0.00%
5832 SMALL EQUIPMENT	3,510	7,516	3,000	3,000	0	0.00%

<b>0140182 NATURAL RESOURCES EXPENSES</b>	<b>586,242</b>	<b>590,458</b>	<b>549,000</b>	<b>569,000</b>	<b>20,000</b>	<b>3.64%</b>
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<b>NATURAL RESOURCES TOTAL</b>	<b>1,547,589</b>	<b>1,592,288</b>	<b>1,810,810</b>	<b>1,849,281</b>	<b>38,471</b>	<b>2.12%</b>
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FY 2025 SALARY DETAIL			FY2025							FY2024	FY2025				
NATURAL RESOURCES	Previous	Job								New Pay	Reference 1				
			FTE	BU	Grade	Step	Step	Min	Max		New Pay	Base	Step	Longevity	Total
DEUTSCHMANN		FORESTRY SUPERVISOR	1.00	SEIU	7	10	10	66,502	91,060	89,274	91,060	91,060	0	4,553	95,613
NAUGHTON		PARK MAINTENANCE SUPERVISOR	1.00	SEIU	8	7	8	68,827	94,246	84,289	87,449	84,289	3,160	928	88,377
LYNCH		WORKING FOREMAN/LABORER	1.00	MC	7	7	7	53,817	68,933	68,930	68,933	68,933	0	1,300	70,233
SENNOTT		PARK MAINTENANCE CRAFTSMAN	1.00	MC	4	7	7	47,213	60,595	60,591	60,595	60,595	0	1,100	61,695
SENNOTT		FIELD MAINTENANCE DIFFERENTIAL								4,401	4,401	4,401	0	0	4,401
SHAW, JR		LABORER	1.00	MC	1	7	7	41,696	53,697	51,753	53,697	51,756	1,941	300	53,997
BEKKENHUIS		LABORER	1.00	MC	1	3	3	41,696	53,697	46,779	45,042	43,304	1,738	0	45,042
RIKEMAN, JR.		LABORER	1.00	MC	1	6	7	41,696	53,697	51,753	52,727	50,181	2,546	300	53,027
VACANT	GWIN	PARK MAINTENANCE CRAFTSMAN	1.00	MC	4	4	4	47,213	60,595	52,926	52,928	50,972	1,956	0	52,928
HAWKINS		MOTOR EQUIPMENT OPERATOR II (2)	1.00	MC	4	7	7	47,213	60,595	60,591	60,595	60,595	0	700	61,295
VACANT	MORGAN	PARK MAINTENANCE CRAFTSMAN	1.00	MC	4	4	4	47,213	60,595	50,972	52,928	50,972	1,956	0	52,928
VACANT		MOTOR EQUIPMENT OPERATOR III (3)	1.00	MC	6	4	4	51,558	66,139	57,836	57,838	55,643	2,195	0	57,838
SHAW		PARK MAINTENANCE CRAFTSMAN	1.00	MC	4	7	7	47,213	60,595	58,401	60,595	58,404	2,191	300	60,895
SAULNIER		PARK MAINTENANCE CRAFTSMAN	1.00	MC	4	7	7	47,213	60,595	60,591	60,595	60,595	0	500	61,095
SHEPARD		TREE CLIMBER	1.00	MC	6	4	5	51,558	66,139	56,739	58,968	56,741	2,227	0	58,968
VACANT		TREE CLIMBER	1.00	MC	6	4	4	51,558	66,139	57,836	57,838	55,643	2,195	0	57,838
FAIRCLOTH		TREE CLIMBER	1.00	MC	6	6	7	51,558	66,139	61,920	64,944	61,923	3,021	0	64,944
LECUIVRE		TREE WARDEN	1.00	MTP	6	8	8	61,352	82,192	79,250	79,250	79,250	0	500	79,750
GREENO		WORKING FOREMAN/TREE CLIMBER	1.00	MC	8	7	7	55,403	70,939	68,372	70,939	68,375	2,564	300	71,239
TAXATION TOTAL:			18.00							1,123,204	1,141,322	1,113,632	27,690	10,781	1,152,103

# Natural Resources - Main Points

Division maintains 30 parks, 26 playgrounds, 19 athletic fields and public lands, 21 traffic islands, and 18,000 trees

- 5100 - We've had a lot of vacancies here. Extra is spent for needed projects (usually over \$200K extra). Not reflected in budget book.
- 5103 - Overtime budgeted from 5-year historical average (actual is \$66,751).
- 5202 - This \$20K is in the wrong place. Should be added to Field Maintenance (5299).
- 5224 - 2023 extra expenses were for Big Belly Solar Compactors.

I would like to recommend that we move \$20K from 5202 and \$10K from 5103 to Field Maintenance (5299).

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	\$ Change Reference	% Change ↑
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0140282 MAINTENANCE TOWN FIELDS

5299 OTHERWISE UNCLASSIFIED 72,200 100,850 60,000 60,000 0 0.00%

0140282 MAINTENANCE TOWN FIELDS	72,200	100,850	60,000	60,000	0	0.00%
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# Engineering

FY25

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	2022 Actual	2023 Actual	2024 Budget	2025 Budget	\$ Change Reference 1	% Change
<b>0141181 ENGINEERING SALARIES</b>						
5100 SALARIES & WAGES	350,700	312,496	376,491	383,114	6,623	1.76%
5103 OVERTIME	1,326	9	3,800	3,800	0	0.00%
5111 DOUBLE TIME	290				0	-
5119 OUT OF GRADE PAY	2,547	1,573			0	-
5141 CLOTHING	1,050	1,050	1,050	1,050	0	0.00%
5156 LONGEVITY	2,930	2,930	2,930	1,711	(1,219)	-41.60%
<b>0141181 ENGINEERING SALARIES</b>	<b>358,842</b>	<b>318,058</b>	<b>384,271</b>	<b>389,675</b>	<b>5,404</b>	<b>1.41%</b>
<b>0141182 ENGINEERING EXPENSES</b>						
5202 MAINTENANCE	25,387	7,383	25,000	25,000	0	0.00%
5218 TRAINING	736	302	500	500	0	0.00%
5224 MATERIALS	1,114	617	3,000	3,000	0	0.00%
5355 MOBILITY IMPROVEMENTS	60,000	-	60,000	60,000	0	0.00%
<b>0141182 ENGINEERING EXPENSES</b>	<b>87,237</b>	<b>8,302</b>	<b>88,500</b>	<b>88,500</b>	<b>0</b>	<b>0.00%</b>
<b>ENGINEERING APPROPRIATION TOTAL</b>	<b>446,079</b>	<b>326,360</b>	<b>472,771</b>	<b>478,175</b>	<b>5,404</b>	<b>1.14%</b>
OFFSETS	(279,946)	(275,168)	(283,450)	(293,118)	(9,668)	3.41%
<b>ENGINEERING TAXATION TOTAL</b>	<b>166,133</b>	<b>51,192</b>	<b>189,321</b>	<b>185,057</b>	<b>(4,264)</b>	<b>-2.25%</b>

FY 2025 SALARY DETAIL			FY2025							FY2024	FY2025				
											Reference 1				
ENGINEERING	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	New Pay	New Pay	Base	Step	Longevity	Total
CHOUINARD		TOWN ENGINEER	1.00	MTP	14	9	9	94,659	126,889	122,347	126,889	122,347	4,542	700	127,589
COPITHORNE		ASST. TOWN ENGINEER	1.00	SEIU	11	8	8	78,154	107,019	101,129	101,129	101,129	0	1,011	102,140
VACANT	KILCOMMONS	JUNIOR CIVIL ENGINEER	1.00	ATP	6	6	6	61,906	83,918	83,918	74,211	71,567	2,644	0	74,211
KERSTEIN		JUNIOR CIVIL ENGINEER	1.00	ATP	6	8	8	61,906	83,918	69,016	80,885	76,956	3,929	0	80,885
APPROPRIATION TOTAL:										376,410	383,114	371,999	11,115	1,711	384,825
Water/Sewer Offsets										(283,450)	(293,118)	(293,118)	-	-	(293,118)
TAXATION TOTAL:										4.00	92,960	89,996	78,881	11,115	91,707

# Engineering - Main Points

The Engineering Division provides support services to DPW, Town departments, commissions, contractors, public utilities, and the public.

- 5100 – Increased the Civil Engineering position for a good candidate.
- 5103 - Overtime budget used for double-time and out of grade
- 5202 - Budgeted at \$25K but we always transfer money into this category
- 5355 - Not the override commitment but a TM commitment

Note 2023 actuals were \$360,384 (\$312,496 in book). Extra paid for sick and vacation time for engineer who retired.

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# Public Works Administration

FY25

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# Public Works Administration - Main Points

Manages finances, invoice payment, grant management, water/sewer reading/billing, personnel & payroll management, customer service, contract administration, oversight of solid waste/recycling & hazardous waste collection.

- GIS:
  - Director of GIS moved from IT and reclassified in FY23.
  - Adding \$10,000 to new 5224 Materials line item to upgrade aerial photography.
- Staff:
  - Principal Account Clerk/Bookkeeper: actively looking to fill.
  - Principal Clerk & Stenographer: potentially want to restructure duties.

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change Reference 1
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#### 0142181 PUBLIC WORKS ADMIN SALARIES

5100 SALARIES & WAGES	484,883	579,778	606,905	622,271	15,366	2.53%
5103 OVERTIME	2,018	20,917	8,800	8,800	0	0.00%
5111 DOUBLE TIME	-	1,397	555	555	0	0.00%
5119 OUT OF GRADE PAY	67	3,655	900	900	0	0.00%
5141 CLOTHING		-	-	-	0	-
5156 LONGEVITY	5,935	8,953	5,507	5,507	0	0.00%
5160 STIPENDS	850	850	1,275	1,275	0	0.00%
5161 AUTO ALLOWANCE	3,517	3,614				

<b>0142181 PUBLIC WORKS ADMIN SALARIES</b>	<b>497,269</b>	<b>619,164</b>	<b>623,942</b>	<b>639,308</b>	<b>15,366</b>	<b>2.46%</b>
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#### 0142182 PUBLIC WORKS ADMIN EXPENSES

5202 MAINTENANCE	9,340	15,144	5,000	5,000	0	0.00%
5209 IN-STATE TRAVEL	97	-	3,600	3,600	0	0.00%
5218 TRAINING	-	75	1,000	1,000	0	0.00%
5223 OFFICE SUPPLIES	9,179	11,576	11,000	11,000	0	0.00%
5224 MATERIALS	-	-	-	10,000	10,000	-

<b>0142182 PUBLIC WORKS ADMIN EXPENSES</b>	<b>18,615</b>	<b>26,795</b>	<b>20,600</b>	<b>30,600</b>	<b>10,000</b>	<b>48.54%</b>
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<b>PUBLIC WORKS ADMIN APPROPRIATION TOTAL</b>	<b>515,884</b>	<b>645,959</b>	<b>644,542</b>	<b>669,908</b>	<b>25,366</b>	<b>3.94%</b>
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OFFSETS	(306,910)	(299,137)	(349,178)	(357,271)	(8,093)	2.64%
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<b>PUBLIC WORKS ADMIN TAXATION TOTAL</b>	<b>208,974</b>	<b>346,822</b>	<b>295,364</b>	<b>312,637</b>	<b>17,273</b>	<b>5.85%</b>
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FY 2025 SALARY DETAIL			FY2025							FY2024	FY2025				
PUBLIC WORKS										Reference 1					
ADMIN	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	New Pay	New Pay	Base	Step	Longevity	
RADEMACHER		DIRECTOR OF PUBLIC WORKS	1.00	MGMT	3			113,197	163,573	163,573	163,573	163,573	0	4,907	
MUI		ASST. DIR. PUBLIC WORKS OPERAT	1.00	MTP	12	7	8	81,225	108,863	99,369	103,078	99,369	3,709	0	
DAKOPOULOS		ADMIN. ASSISTANT P.W.	1.00	OFNU	5	7	7	44,514	57,465	53,418	55,403	52,162	3,241	0	
VACANT		PRIN ACCT CLERK/BOOKKEEPER	1.00	OFFA	4	6	6	43,170	58,772	49,860	51,691	49,860	1,831	0	
DEMPSEY		PRINCIPAL CLERK & STENOGRAPHER	1.00	OFFA	4	4	4	43,170	58,772	46,391	48,096	46,391	1,705	0	
VACANT		WASTE DIVERSION AND CURBSIDE EN	0.71	MTP	1	3	3	39,057	52,274	30,005	30,005	28,931	1,074	0	
BRUNTON		DIRECTOR OF GIS	1.00	MTP	12	7	7	81,225	108,863	93,322	96,823	93,322	3,501	0	
MILAN		RECYCLING COORDINATOR	0.86	MTP	7	9	9	64,092	85,869	70,967	73,602	70,967	2,635	600	
APPROPRIATION TOTAL:										606,905	622,271	604,575	17,696	5,507	
Less: Recycling Revolving Fund Off: (0.42)										(35,000)	(35,000)	(35,000)	-	-	
Water/Sewer Offsets										(314,178)	(322,271)	(322,271)	-	-	
TAXATION TOTAL:										7.15	257,727	265,000	247,304	17,696	5,507

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# Highway

FY25

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	2022 Actual	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change Reference 1
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#### 0142281 HIGHWAY SALARIES

5100 SALARIES & WAGES	1,052,564	1,110,580	1,460,983	1,467,877	6,894	0.47%
5102 SALARIES & WAGES TEMP	54,121	63,521	65,000	65,000	0	0.00%
5103 OVERTIME	137,814	132,002	133,024	133,024	0	0.00%
5111 DOUBLE TIME	7,065	4,602	13,200	13,200	0	0.00%
5119 OUT OF GRADE PAY	15,301	10,562	11,400	11,400	0	0.00%
5141 CLOTHING	8,925	7,350	11,025	11,025	0	0.00%
5156 LONGEVITY	16,566	16,232	15,831	15,905	74	0.47%

<b>0142281 HIGHWAY SALARIES</b>	<b>1,292,355</b>	<b>1,344,849</b>	<b>1,710,463</b>	<b>1,717,431</b>	<b>6,968</b>	<b>0.41%</b>
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#### 0142282 HIGHWAY EXPENSES

5202 MAINTENANCE	33,388	30,174	55,500	55,500	0	0.00%
5211 ENERGY	-	14,658	23,000	23,000	0	0.00%
5213 AUTO GAS & OIL	188,964	249,212	185,000	185,000	0	0.00%
5213 CEM AUTO GAS & OIL	6,402	-	-	-	0	-
5214 HEATING FUEL	-	11,592	32,000	32,000	0	0.00%
5218 TRAINING	2,590	936	2,500	2,500	0	0.00%
5224 OTHER SUPPLIES	161,900	129,196	305,000	305,000	0	0.00%
5261 HEATING FUEL	4,183	-	-	-	0	-
5270 MARKING HIGHWAYS	15,803	1,834	45,000	45,000	0	0.00%
5832 SMALL EQUIPMENT	5,480	187	5,000	5,000	0	0.00%

<b>0142282 HIGHWAY EXPENSES</b>	<b>418,710</b>	<b>437,789</b>	<b>653,000</b>	<b>653,000</b>	<b>0</b>	<b>0.00%</b>
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<b>HIGHWAY APPROPRIATION TOTAL</b>	<b>1,711,065</b>	<b>1,782,637</b>	<b>2,363,463</b>	<b>2,370,431</b>	<b>6,968</b>	<b>0.29%</b>
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OFFSETS	(445,893)	(450,528)	(455,941)	(472,693)	(16,752)	3.67%
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<b>HIGHWAY TAXATION TOTAL</b>	<b>1,265,172</b>	<b>1,332,109</b>	<b>1,907,522</b>	<b>1,897,738</b>	<b>(9,784)</b>	<b>-0.51%</b>
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FY 2025 SALARY DETAIL			FY2025							FY2024	FY2025				
HIGHWAY	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	New Pay	New Pay	Base	Reference 1		Total
													Step	Longevity	
WARREN		OPERATIONS MANAGER	1.00	SEIU	12	10	10	10	115,579	113,313	115,579	113,313	2,266	5,779	121,358
WARREN		FUEL DEPOT								3,000	3,000	3,000	0	0	3,000
RIKEMAN		SUPERVISOR OF HIGHWAY	1.00	SEIU	9	10	10	71,235	97,542	95,629	97,542	95,629	1,913	2,926	100,468
BRENNAN		WORKING FOREMAN HIGHWAY	1.00	MC	8	7	7	55,403	70,939	70,936	70,939	70,939	0	900	71,839
COVINO	REID	WORKING FOREMAN - HIGHWAY	1.00	MC	8	7	7	55,403	70,939	70,936	70,939	68,375	2,564	500	71,439
SCIMEMI		WORKING FOREMAN/PAINTER	1.00	MC	7	7	7	53,817	68,933	68,930	68,933	68,933	0	900	69,833
O'CONNELL		MEQ III (3) - CRANE	1.00	MC	6	7	7	51,558	66,139	64,940	66,139	63,748	2,391	700	66,839
DESTEFANO	COVINO	WORKING FOREMAN MASON	1.00	MC	7	6	6	53,817	68,933	66,439	66,441	66,441	0	300	66,741
LINSKEY	MIRRA	CARPENTER	1.00	MC	5	7	7	48,864	62,735	62,732	62,735	62,735	0	700	63,435
HAKIOGLU		MOTOR EQUIPMENT OPERATOR III (3)	1.00	MC	5	6	7	48,864	62,735	60,465	61,601	58,718	2,883	300	61,901
CODY	ROY	MOTOR EQUIPMENT OPERATOR III (3)	1.00	MC	5	5	5	48,864	62,735	52,796	56,969	54,883	2,086	0	56,969
VACANT	PINKHAM	MOTOR EQUIPMENT OPERATOR III (3)	1.00	MC	5	4	4	48,864	62,735	54,882	54,883	52,797	2,086	0	54,883
VACANT	LUBAO	MOTOR EQUIPMENT OPERATOR II (2)	1.00	MC	4	4	4	47,213	60,595	52,926	52,928	50,972	1,956	0	52,928
VACANT	NAUGHTON	MASON	1.00	MC	5	4	4	48,864	62,735	60,465	54,883	54,883	0	0	54,883
MAZZOLA		DISPATCHER - DPW	1.00	MC	5	7	7	48,864	62,735	62,732	62,735	62,735	0	900	63,635
VACANT	MENDEZ	MOTOR EQUIPMENT OPERATOR II (2)	1.00	MC	4	4	4	47,213	60,595	50,972	52,928	50,972	1,956	0	52,928
VACANT	DESTEFANO	MOTOR EQUIPMENT OPERATOR III (3)	1.00	MC	5	4	4	48,864	62,735	60,465	54,883	54,883	0	0	54,883
HIGHT		MOTOR EQUIPMENT OPERATOR II (2)	1.00	MC	4	6	7	47,213	60,595	56,685	59,500	56,688	2,812	0	59,500
VACANT	FERGUSON	MOTOR EQUIPMENT OPERATOR II (2)	1.00	MC	5	4	4	48,864	62,735	53,948	54,883	52,797	2,086	0	54,883
SMITH		MOTOR EQUIPMENT OPERATOR II (2)	1.00	MC	4	5	5	47,213	60,595	52,926	54,971	52,928	2,043	0	54,971
PAVLIS	FRANCOIS	MOTOR EQUIPMENT OPERATOR II (2)	1.00	MC	4	2	3	47,213	60,595	52,926	49,994	49,016	978	0	49,994
CAMELIO		MOTOR EQUIPMENT OPERATOR I (1)	1.00	MC	3	7	7	45,823	58,906	58,900	58,906	58,906	0	900	59,806
BEIRNE		MOTOR EQUIPMENT OPERATOR II (2)	1.00	MC	4	7	7	47,213	60,595	60,591	60,595	60,595	0	1,100	61,695
ALES		LABORER/WATCHMAN	1.00	MC	4	5	5	47,213	60,595	52,926	54,971	52,928	2,043	0	54,971
<b>APPROPRIATION TOTAL:</b>										<b>1,461,460</b>	<b>1,467,877</b>	<b>1,437,814</b>	<b>30,063</b>	<b>15,905</b>	<b>1,483,782</b>
<b>Water/Sewer Offsets</b>										<b>(455,941)</b>	<b>(472,693)</b>	<b>(472,693)</b>	<b>-</b>	<b>-</b>	<b>(472,693)</b>
<b>TAXATION TOTAL:</b>										<b>1,005,519</b>	<b>995,184</b>	<b>965,121</b>	<b>30,063</b>	<b>15,905</b>	<b>1,011,089</b>

# Highway - Main Points

The Highway Division maintains 102 miles of roads, 175 miles of sidewalks and curbing, 8 parking lots, municipal guardrails, stairs, walls, fences, signs, and drainage systems.

- Currently have 5 vacancies. Vacancies affect other budget items as we can do less work in house (e.g. in 5224, other supplies)
- Energy costs are shifting because of new building, etc.
- 5213 - We started using our own tanks again
- 5270 - We weren't able to get scheduled work done in FY23. Work was done early in FY24 instead. More scheduled this spring.

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# Motor Equipment Repair

FY25

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# Motor Vehicle Repair - Main Points

Servicing the Town's 105 vehicles.

- Currently doing a trial of a vehicle GPS system that can link with a fleet management system to track and share vehicle data (check engine lights, warnings, etc.).
- In the past, concerns were raised about the cost of parts. They've managed to control costs better.

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	\$ Change Reference 1	% Change
<b>0142981 HGWY MOTOR EQUIP REPAIR SALARIES</b>						
5100 SALARIES & WAGES	302,730	344,570	433,191	437,731	4,540	1.05%
5103 OVERTIME	26,833	33,368	39,975	39,975	0	0.00%
5111 DOUBLE TIME	2,085	657	2,900	2,900	0	0.00%
5119 OUT OF GRADE PAY	14,755	4,067	3,200	3,200	0	0.00%
5141 CLOTHING	2,625	2,100	2,625	2,625	0	0.00%
5156 LONGEVITY	6,596	6,596	6,796	7,453	657	9.67%
<b>0142981 HGWY MOTOR EQUIP REPAIR SALARIES</b>	<b>355,625</b>	<b>391,357</b>	<b>488,687</b>	<b>493,884</b>	<b>5,197</b>	<b>1.06%</b>
<b>0142982 HGWY MOTOR EQUIP REPAIR EXPENSES</b>						
5202 MAINTENANCE	50,988	24,086	55,000	55,000	0	0.00%
5218 TRAINING	2,970	3,566	7,000	7,000	0	0.00%
5224 OTHER SUPPLIES	133,058	105,155	125,000	125,000	0	0.00%
<b>0142982 HGWY MOTOR EQUIP REPAIR EXPENSES</b>	<b>187,016</b>	<b>132,807</b>	<b>187,000</b>	<b>187,000</b>	<b>0</b>	<b>0.00%</b>
<b>HGWY MOTOR EQUIP REPAIR APPROPRIATION TOTAL</b>	<b>542,641</b>	<b>524,164</b>	<b>675,687</b>	<b>680,884</b>	<b>5,197</b>	<b>0.77%</b>
OFFSETS	(189,194)	(189,918)	(195,791)	(202,706)	(6,915)	3.53%
<b>HGWY MOTOR EQUIP REPAIR TAXATION TOTAL</b>	<b>353,447</b>	<b>334,246</b>	<b>479,896</b>	<b>478,178</b>	<b>(1,718)</b>	<b>-0.36%</b>

FY 2025 SALARY DETAIL MOTOR EQUIPT REPAIR			FY2025							FY2024	FY2025					
			FTE	BU	Grade	Step	Step	Min	Max	New Pay	New Pay	Base	Reference 1		Total	
Previous	Job											Step	Longevity			
ALAIMO		SUPERVISOR OF ME REPAIRS	1.00	SEIU	7	10	10	66,502	91,060	89,274	91,060	89,274	1,786	4,553	95,613	
CHABAK		WORKING FOREMAN ME REPAIR	1.00	MC	8	7	7	55,403	70,939	70,936	70,939	70,939	0	700	71,639	
JONES		MOTOR EQUIPMENT REPAIRMAN	1.00	MC	7	7	7	53,817	68,933	68,930	68,933	68,933	0	1,100	70,033	
GASKILL		MOTOR EQUIPMENT REPAIRMAN	1.00	MC	7	7	7	53,817	68,933	66,439	68,933	66,441	2,492	300	69,233	
CHAMBERLAIN		MOTOR EQUIPMENT REPAIRMAN	1.00	MC	7	7	7	53,817	68,933	68,930	68,933	68,933	0	500	69,433	
BOUCHER		MOTOR EQUIPMENT REPAIRMAN	1.00	MC	7	7	7	53,817	68,933	66,439	68,933	66,441	2,492	300	69,233	
APPROPRIATION TOTAL:										430,948	437,731	430,961	6,770	7,453	445,184	
Water/Sewer Offsets										(195,791)	(202,706)	(202,706)	-	-	(202,706)	
TAXATION TOTAL:										6.00	235,157	235,025	228,255	6,770	7,453	242,478

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# Cemetery

FY25

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# Cemetery - Main Points

Responsible for care and maintenance of Mt. Pleasant Cemetery and Old Burying Ground. The Cemetery Commission makes recommendations to Town Manager on rules, regulations and fees.

- Balances:
  - Lots and Graves: \$1,045,347 (\$2,000 per lot sold, plus interest on account).
  - Perpetual Care: \$8,673,792 (\$500 per grave sold plus interest on account).
- Will be bidding out work to be completed at the Columbarium this spring.

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change Reference 1
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#### 0149181 CEMETERY SALARIES

5100 SALARIES & WAGES	164,846	186,455	269,705	261,894	(7,811)	-2.90%
5103 OVERTIME	10,870	11,022	17,407	17,407	0	0.00%
5111 DOUBLE TIME	888	1,603	2,000	2,000	0	0.00%
5119 OUT OF GRADE PAY	-	214	2,750	2,750	0	0.00%
5141 CLOTHING	-	525	1,050	1,050	0	0.00%
5156 LONGEVITY	5,477	6,296	6,296	5,453	(843)	-13.39%
5160 STIPENDS	425	425	425	425	0	0.00%

<b>0149181 CEMETERY SALARIES</b>	<b>182,506</b>	<b>206,540</b>	<b>299,633</b>	<b>290,979</b>	<b>(8,654)</b>	<b>-2.89%</b>
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#### 0149182 CEMETERY EXPENSES

5202 MAINTENANCE	136,487	150,066	190,000	190,000	0	0.00%
5211 ENERGY	1,833	1,580	2,500	2,500	0	0.00%
5218 TRAINING	110	536	500	500	0	0.00%
5224 OTHER SUPPLIES	9,154	9,293	25,000	25,000	0	0.00%
5261 HEATING FUEL	2,668	3,810	4,500	4,500	0	0.00%

<b>0149182 CEMETERY EXPENSES</b>	<b>150,252</b>	<b>165,285</b>	<b>222,500</b>	<b>222,500</b>	<b>0</b>	<b>0.00%</b>
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<b>CEMETERY APPROPRIATION TOTAL</b>	<b>332,758</b>	<b>371,825</b>	<b>522,133</b>	<b>513,479</b>	<b>(8,654)</b>	<b>-1.66%</b>
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OFFSETS	(150,000)	(180,000)	(210,000)	(240,000)	(30,000)	14.29%
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<b>CEMETERY TAXATION TOTAL</b>	<b>182,758</b>	<b>191,825</b>	<b>312,133</b>	<b>273,479</b>	<b>(38,654)</b>	<b>-12.38%</b>
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FY 2025 SALARY DETAIL			FY2025							FY2024	FY2025				
CEMETERY	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	New Pay	New Pay	Base	Step	Reference 1 Longevity	Total
JONES		CEMETERY SUPERVISOR	1.00	SEIU	7	10	10	66,502	91,060	89,274	91,060	89,274	1,786	4,553	95,613
MAZZEO	ZUCCALA	WORKING FOREMAN - CEMETERY	1.00	MC	7	4	5	53,817	68,933	68,930	61,574	59,239	2,335	0	61,574
MCMASTER-SMITH		PRINCIPAL CLERK & SECRETARY	1.00	OFFA	3	9	9	41,356	56,332	56,332	56,332	56,332	0	900	57,232
VACANT	MAZZEO	MOTOR EQUIPMENT OPERATOR II (2)	1.00	MC	4	4	4	47,213	60,595	52,926	52,928	52,928	0	0	52,928
<b>APPROPRIATION TOTAL:</b>										<b>267,462</b>	<b>261,894</b>	<b>257,773</b>	<b>4,121</b>	<b>5,453</b>	<b>267,347</b>
<b>Cemetery Fund Offset</b>										<b>(210,000)</b>	<b>(240,000)</b>	<b>(240,000)</b>	<b>-</b>	<b>-</b>	<b>(240,000)</b>
<b>TAXATION TOTAL:</b>			<b>4.00</b>							<b>57,462</b>	<b>21,894</b>	<b>17,773</b>	<b>4,121</b>	<b>5,453</b>	<b>27,347</b>

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# Streetlighting

FY25

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	2022 Actual	2023 Actual	2024 Budget	2025 Budget	\$ Change Reference 1	% Change
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### 0142083 STREETLIGHTING

5202 MAINTENANCE	47,469	30,423	35,000	40,000	5,000	14.29%
5211 ELECTRICITY	86,298	95,367	100,000	110,000	10,000	10.00%

<b>0142083 STREETLIGHTING TOTAL</b>	<b>133,767</b>	<b>125,790</b>	<b>135,000</b>	<b>150,000</b>	<b>15,000</b>	<b>11.11%</b>
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### 0142084 TRAFFIC SIGNALS

5202 MAINTENANCE	88,878	38,758	90,000	90,000	0	0.00%
5211 ELECTRICITY	18,623	16,174	25,000	25,000	0	0.00%

<b>0142084 TRAFFIC SIGNALS TOTAL</b>	<b>107,500</b>	<b>54,931</b>	<b>115,000</b>	<b>115,000</b>	<b>0</b>	<b>0.00%</b>
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# Streetlighting - Main Points

Town pays for contractors to maintain street lighting, traffic signals, and walk signs. Town pays for electricity through its Municipal electricity contract.

5202 - Town uses this line to pay for extra projects (e.g., street lights in Center & Lake Street)

5211 - Electricity costs are up. i) Delivery Rate up 7%, ii) our negotiated Supply Rate went from **8.6 cents** per kilowatt in calendar year 2023 to **12.9 cents** per kilowatt in calendar year 2024.

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**Fwd: Updated Treasurer/Collector Budget Sheets**

1 message

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**Christopher Heigham** <cheigham@comcast.net>  
To: Tara Bradley <tarawbradley@gmail.com>

Thu, Feb 22, 2024 at 9:43 AM

Tara - please distribute these updated Treasure/Collector budget sheets which reflect a lower salary for the newly hired Assistant Collector - Excise.

Thanks,

Topher

----- Original Message -----

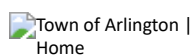
From: Alex Magee <amagee@town.arlington.ma.us>  
To: "cheigham@comcast.net" <cheigham@comcast.net>  
Cc: Julie Wayman <jwayman@town.arlington.ma.us>  
Date: 02/21/2024 4:17 PM EST  
Subject: Updated Treasurer/Collector Budget Sheets

Hi Topher,

Julie let me know there was a change in her salary line based on a recent hire who just started in her office. I have updated the salary sheets and the T/C master budget sheet, both attached.


Thanks

Alex

**Alex Magee**

Deputy Town Manager/Finance Director

Town of Arlington, MA

[730 Massachusetts Ave](#) Emoji - Download for free –  
Iconduck  
781-316-3016 Emoji - Download for free – Iconduck  
[amagee@town.arlington.ma.us](mailto:amagee@town.arlington.ma.us)

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**2 attachments** **FY25 Treasurer Collector - Salary Detail Update-Reprint.pdf**  
63K **FY2025 Treasurer Collector Master Budget Reprint.pdf**  
57K

	2023 Actual	2024 Budget	2025 Budget	\$ Change	% Change
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**0113881 TREASURER/COLLECTOR SALARIES**

5100 SALARIES & WAGES	627,957	674,278	658,900	(15,378)	-2.28%
5103 OVERTIME	26,248	10,000	14,640	4,640	46.40%
5110 DEPUTY TAX COLLECTOR WAGES	-	-	-	0	-
5156 LONGEVITY	1,900	1,900	3,049	1,149	60.47%
5160 STIPENDS	2,550	3,400	3,400	0	0.00%

<b>0113881 TREASURER/COLLECTOR SALARIES</b>	<b>658,655</b>	<b>689,578</b>	<b>679,989</b>	<b>(9,589)</b>	<b>-1.39%</b>
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**0113882 TREASURER/COLLECTOR EXPENSES**

5201 ADVERTISING	5,552	7,000	7,000	0	0.00%
5203 DATA PROCESSING EXPENSES	6,171	5,500	5,500	0	0.00%
5209 IN-STATE TRAVEL	1,699	3,413	3,413	0	0.00%
5210 OUT-OF-STATE TRAVEL	1,828	2,000	2,000	0	0.00%
5218 TRAINING	1,019	3,000	3,000	0	0.00%
5223 OFFICE SUPPLIES	8,906	13,000	13,000	0	0.00%
5224 OTHER SUPPLIES	5,812	8,000	8,000	0	0.00%
5244 LEGAL EXPENSE	8,503	15,750	15,750	0	0.00%
5258 BILL PRINTING	23,744	25,000	25,000	0	0.00%
5269 BANKING SERVICES AND CHARGES	28,686	60,000	60,000	0	0.00%
5290 TAX TAKING EXPENSE	9,841	15,000	15,000	0	0.00%
5299 GENERAL REIMBURSEMENT	-	2,000	2,000	0	0.00%
5762 INTEREST & FINANCE COSTS	3,024	7,000	7,000	0	0.00%
5827 IT CONSULTANT					

<b>0113882 TREASURER/COLLECTOR EXPENSES</b>	<b>104,784</b>	<b>166,663</b>	<b>166,663</b>	<b>0</b>	<b>0.00%</b>
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<b>TREASURER/COLLECTOR APPROPRIATION TOTAL</b>	<b>763,439</b>	<b>856,241</b>	<b>846,652</b>	<b>(9,589)</b>	<b>-1.12%</b>
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OFFSETS	(116,562)	(116,889)	(118,932)	(2,043)	1.75%
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<b>TREASURER/COLLECTOR TAXATION TOTAL</b>	<b>646,877</b>	<b>739,352</b>	<b>727,720</b>	<b>(11,632)</b>	<b>-1.57%</b>
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FY 2025 SALARY DETAIL			FY2025							FYFY2024	FY2025				
TREASURER	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	New Pay	New Pay	Base	Step	Longevity	Total
WAYMAN	TERRELL	TOWN TREASURER	1.00	MGMT	2	4	4	102,907	148,705	123,705	114,924	110,770	4,154	1,149	116,073
HUANG	TERRELL	DEPUTY TREASURER	1.00	SEIU	11	2	3	78,154	107,019	97,474	82,605	79,619	2,986	0	82,605
SOUSA	CAMELIO	PRINCIPAL ACCOUNT CLERK/CASHIER	1.00	OFFA	3	7	7	41,356	56,332	49,509	51,329	49,509	1,820	0	51,329
BECK		CASH MANAGER	1.00	ATP	6	9	9	61,906	83,918	80,885	83,918	83,918	0	700	84,618
ANDERSON	HUANG	ASSISTANT COLLECTOR - WATER	1.00	OFFA	5	6	7	45,069	61,317	56,916	54,965	53,016	1,949	0	54,965
GRATTON	GIACALONE	ASSISTANT COLLECTOR - EXCISE	1.00	OFFA	5	2	3	45,069	61,317	46,720	47,578	48,436	(858)	0	47,578
PEREZ		SR. PRINC ACCOUNT BOOKKEEPER	1.00	OFFA	5	9	9	45,069	61,317	61,317	61,317	61,317	0	900	62,217
CAMELIO		HEAD CASHIER	1.00	OFFA	5	8	8	45,069	61,317	59,101	59,101	59,101	0	300	59,401
HIDRI	HOFFMAN	TREASURER'S ASSISTANT	1.00	OFFA	5	4	4	45,069	61,317	50,215	50,215	48,436	1,779	0	50,215
GALLAGHER		ASSISTANT COLLECTOR - REAL ESTATE	1.00	OFFA	6	3	4	48,373	65,753	48,436	52,948	51,073	1,875	0	52,948
<b>APPROPRIATION TOTAL:</b>										<b>674,278</b>	<b>658,900</b>	<b>645,195</b>	<b>13,705</b>	<b>3,049</b>	<b>661,949</b>
<b>Water/Sewer Offsets</b>										<b>(116,889)</b>	<b>(118,932)</b>	<b>(118,932)</b>			<b>(118,932)</b>
<b>TAXATION TOTAL:</b>										<b>557,389</b>	<b>539,968</b>	<b>526,263</b>	<b>13,705</b>	<b>3,049</b>	<b>543,017</b>

## Re: Updated Facilities Buildings

JS

**Jennifer Susse** <[jennifer.susse@gmail.com](mailto:jennifer.susse@gmail.com)>

To:

Robert Behrent

Cc:

Jennifer Susse; Jordan Remy; Tara Bradley; [jtremy90@gmail.com](mailto:jtremy90@gmail.com)

Tue 2/27/2024 9:14 AM

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Thanks. Looping in Tara so she can share with the committee.

Jennifer Susse

781-354-1770

On Tue, Feb 27, 2024 at 8:23 AM Robert Behrent <[rbehrent@town.arlington.ma.us](mailto:rbehrent@town.arlington.ma.us)> wrote:

Sorry for the delay.

List of buildings:

**Public Buildings maintained by the Facilities Dept.**

<b>Arlington Schools</b> Arlington High School Ottoeson Middle Peirce Elementary Dallin Elementary Brackett Elementary Bishop Elementary Hardy Elementary Thompson Elementary Stratton Elementary Gibbs Middle Parmenter School  <b>Non-Public Schools</b> <b>Dallin Library Building</b>  <b>Public Safety</b> <b>Police Headquarters</b> <b>Central Fire Station</b> <b>Park Circle Fire Station</b> <b>Highland Fire Station</b>  <b>Libraries</b> <b>Robbins Library</b> Fox Library	<b>Public Works</b> <b>Administration Building (DPW Yard Building E)</b> <b>Snow Fighting Garage (DPW Yard Building C)</b> <b>Equipment Garage (DPW Yard Building D)</b> Cemetery Chapel Cemetery Garage  <b>Facilities</b> Administration Building (DPW Yard Building A) Maintenance Repair Shop  <b>IT</b> Administration Building (DPW Yard Building B)  <b>Central Services</b> Town Hall and Annex  <b>Miscellaneous</b> <b>Robbins House</b> Robbins Cottage Robbins Carriage House Jarvis House (Legal Dept.) Jefferson Cutter House 27 Maple Street (Senior Center) 23 Maple Street (House) Mount Gilboa (House and Garage) Peirce Field (Concession)
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The properties added – DPW Building E. Robbins Complex, Jefferson Cutter, 27 and 23 Maple – We always maintained these buildings with ARB budget funds but now the O&M costs are to sit in the Facilities Department budget.

The square footage added – DPW Building “E”: 45,720 sqf, High School Differential: 41,380 sqf = 87,100 Sq. Ft. total floor area added in NEW buildings.

*Rob Behrent, CPE*

Director of Facilities, Town of Arlington

Facilities Department  
51A Grove Street  
Arlington, MA 02476  
(781) 316-3110

**From:** Jennifer Susse <[jennifer.susse@gmail.com](mailto:jennifer.susse@gmail.com)>

Sent: Monday, February 26, 2024 10:46 PM

To: [jtremy90@gmail.com](mailto:jtremy90@gmail.com)

Cc: Robert Behrent <[rbehrent@town.arlington.ma.us](mailto:rbehrent@town.arlington.ma.us)>; Jennifer Susse <[jsusse@town.arlington.ma.us](mailto:jsusse@town.arlington.ma.us)>;

Jordan Remy <[jremy@town.arlington.ma.us](mailto:jremy@town.arlington.ma.us)>

Subject: Re: Updated Facilities Buildings

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Also Rob can you remind us what you added this year and last year?

1) This year we have the new ARB buildings but also new square footage at DPW and the HS.  
What are those numbers?

2) I know we added stuff last year. What did we add?

On Mon, Feb 26, 2024 at 10:42 PM Jordan Remy <[jtremy90@gmail.com](mailto:jtremy90@gmail.com)> wrote:

Hi Rob,

Can you send an updated list of town buildings that Facilities maintains now.

Best,

Jordan

--

Jennifer Susse

781-354-1770